I. **PURPOSE:** To provide procedures for partial waiver of summer school tuition fees for eligible students.

II. **POLICY:** A student who cannot afford to pay the entire tuition may have a portion of the tuition fee waived.

An eligible student shall not be denied entrance into summer school for lack of tuition. An eligible student who cannot afford to pay the entire tuition fee may have a portion of the tuition fee waived upon recommendation of the principal of the home school. (Board Policy 5118.4)

III. **GENERAL GUIDELINES:** The following general guidelines apply to requests for partial waiver of summer school tuition fees.

A. “Eligible students” are those who the home school principal recommends for a summer school course in order to maintain their normal progress in the regular school program. Eligible students do not include those enrolling in summer school for enrichment or noncredit courses.

B. Eligible students will pay a minimum of 75% of the established tuition per course.

C. Tuition must be paid in its entirety upon registration in summer school.

D. Transportation charges or late fees may not be waived.

IV. **PROCEDURES:** The following procedures shall apply to requests for partial waiver of summer school tuition fees.

A. **Qualification for Waiver:** Principals shall consider the following factors to determine qualification for a waiver:

1. Does the student qualify for free and reduced priced meals?

2. Is summer school recommended in order to maintain the student’s normal progress in the regular education program?

B. **Requesting the Waiver:**

1. **Form to be Used:** The form *Request and Approval of Tuition Waiver-Summer School Program* should be used (See Attachment).
2. **Parents:** Complete and sign Part I of the form, indicating the course desired and the reason(s) for requested waiver.

3. **Principal:** Complete Part II of the form, recommending the amount to be waived and reasons. Waivers may be granted **up to a maximum** of 25% of the tuition cost. The principal may assign an amount less than 25% as needed.

4. **Distribution by Principal’s Office:**
   
a. Copy 1 - Attach to registration form; give to student to take to the Summer School Center.

   b. Copy 2 - Forward directly to the Summer School Office.

   c. Copy 3 - Retain in home school.

5. **Summer School Office approval:** The home school Principal will be notified if the tuition waiver is disapproved by the Summer School Office.

V. **RELATED PROCEDURES:** None.

VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Division of Academics and updates will be completed, as needed.

VII. **CANCELLATIONS AND SUPERSEDES:** This Administrative Procedure cancels and supersedes Administrative Procedure 5118.4, dated May 1, 2003.

VIII. **EFFECTIVE DATE:** October 1, 2014.

Attachment: Request and Approval of Tuition Waiver

Distribution: Lists 1, 2, 3, 4, 5, 9, 10 and 11